Forms Content Management Program (FCMP)

AKO “My Forms” Senior Leader Briefing

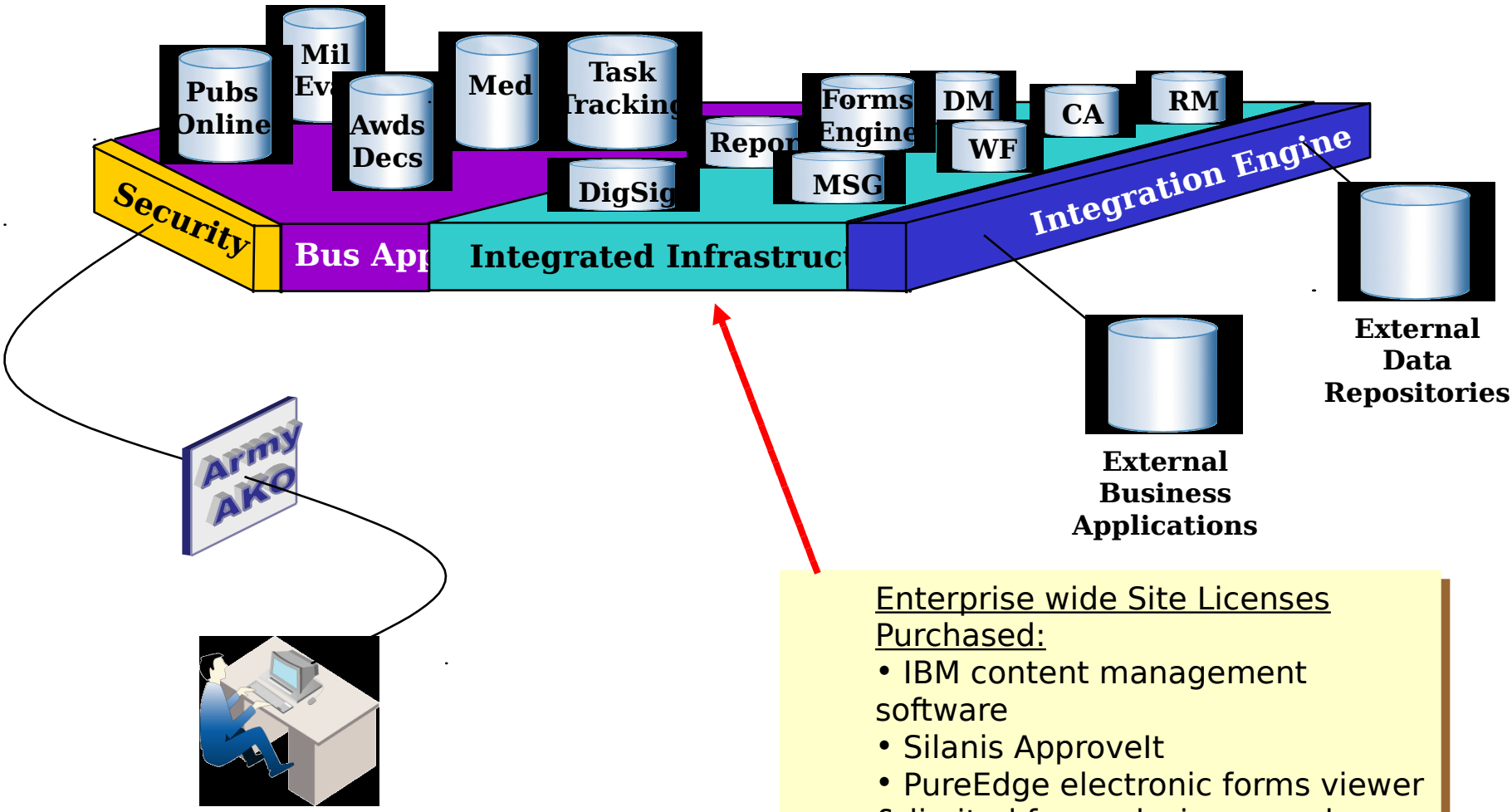
What: Forms Content Management Program (FCMP):

Re-engineer the Army forms program and build an enterprise infrastructure; develop applications which focus on form data instead of format.

- What: Total system solution on Army Knowledge Online providing:
  - Electronic forms (using PureEdge vice FormFlow)
  - Electronic signatures (using ApproveIt) (over 140 forms can be signed electronically)
  - Workflow
  - Reporting capabilities
- Why: Empower Army users at all levels (units & individuals)
  - Enable e-business processes
  - Eliminate stovepipes
  - Reduce development and sustaining costs

Software is no cost to user; download to work & home computers.

An Army Solution for all Users Supporting the Army Mission

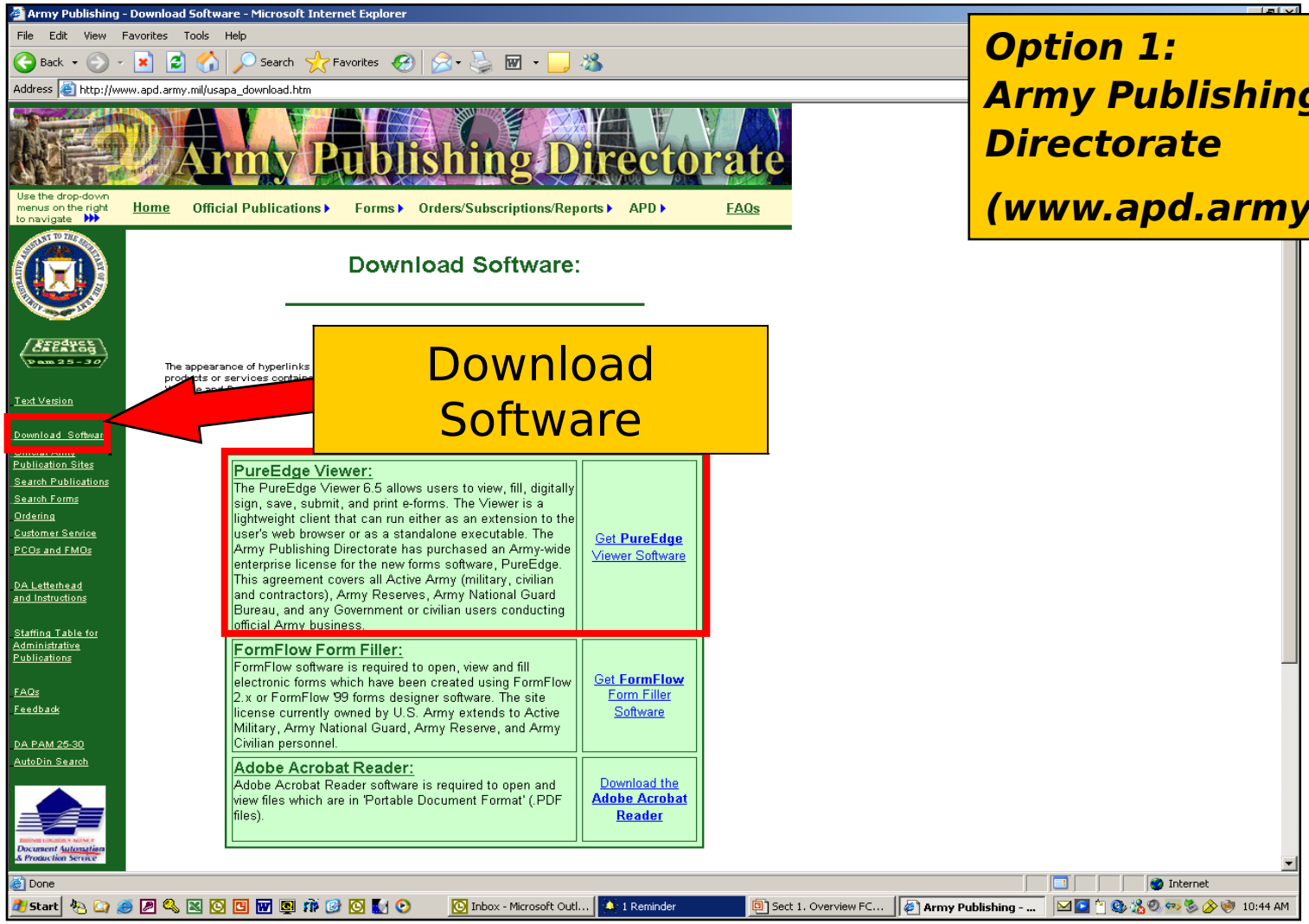


Enterprise wide Site Licenses Purchased:

- IBM content management software
- Silanis ApproveIt
- PureEdge electronic forms viewer & limited forms designer packages

Obtaining Software

(See MILPER Msg 06-047 for details)


Army Publishing - Download Software - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://www.apd.army.mil/usapa_download.htm
Army Publishing Directorate
Use the drop-down menus on the right to navigate
Home
Official Publications
Forms
Orders/Subscriptions/Reports
APD
FAQs
Download Software:
Download Software
Text Version
Publication Sites
Search Publications
Search Forms
Ordering
Customer Service
PCOs and FMOs
DA Letterhead and Instructions
Staffing Table for Administrative Publications
FAQs
Feedback
DA PAM 25-30
AutoDin Search
PureEdge Viewer:
The PureEdge Viewer 6.5 allows users to view, fill, digitally sign, save, submit, and print e-forms. The Viewer is a lightweight client that can run either as an extension to the user's web browser or as a standalone executable. The Army Publishing Directorate has purchased an Army-wide enterprise license for the new forms software, PureEdge. This agreement covers all Active Army (military, civilian and contractors), Army Reserves, Army National Guard Bureau, and any Government or civilian users conducting official Army business.
Get PureEdge Viewer Software
FormFlow Form Filler:
FormFlow software is required to open, view and fill electronic forms which have been created using FormFlow 2.x or FormFlow '99 forms designer software. The site license currently owned by U.S. Army extends to Active Military, Army National Guard, Army Reserve, and Army Civilian personnel.
Get FormFlow Form Filler Software
Adobe Acrobat Reader:
Adobe Acrobat Reader software is required to open and view files which are in 'Portable Document Format' (.PDF files).
Download the Adobe Acrobat Reader
Done
Internet
Start
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1 Reminder
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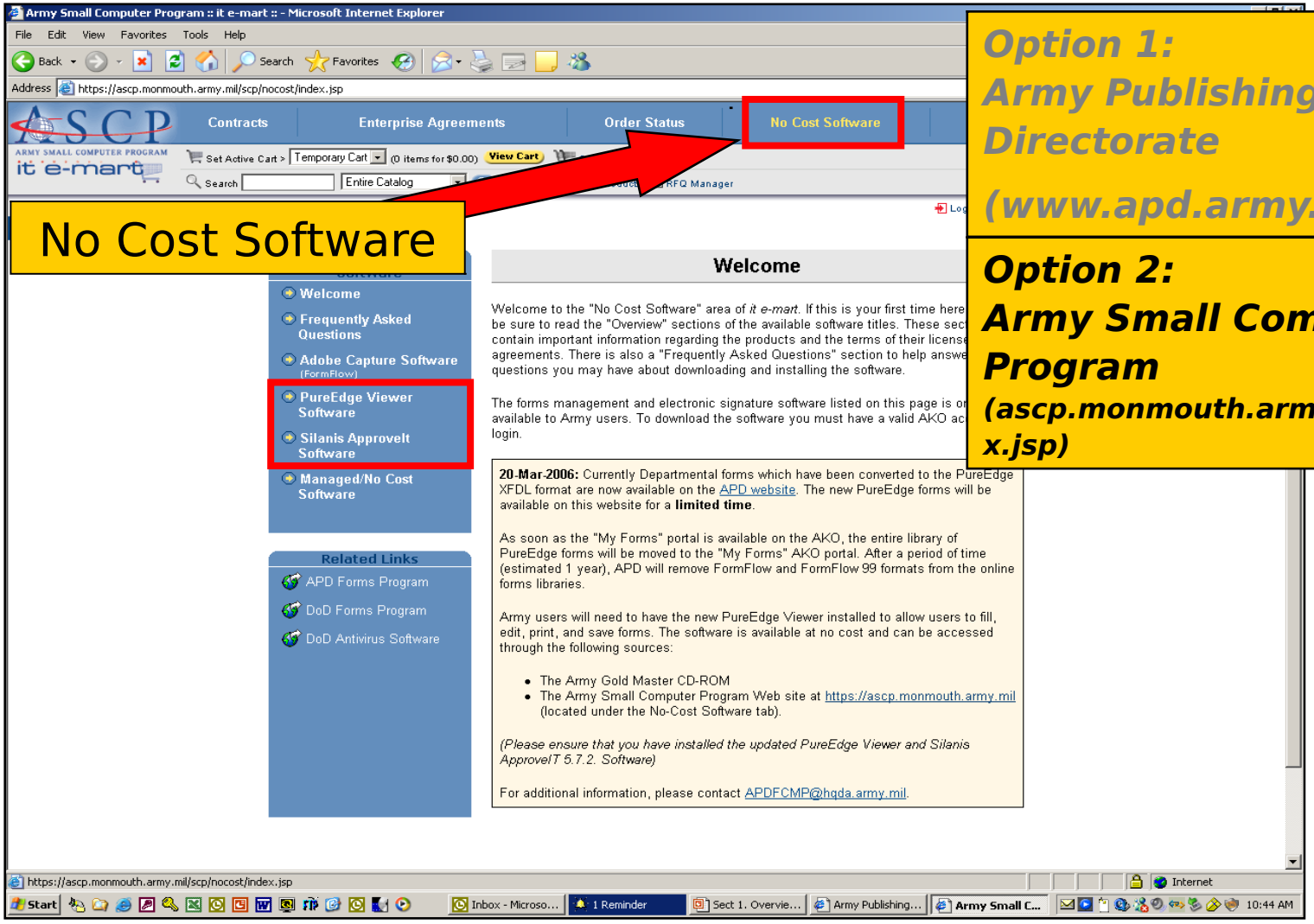
Army Publishing - ...
10:44 AM

Option 1:
Army Publishing Directorate

(www.apd.army.mil)

Obtaining Software
(See MILPER Msg 06-047 for details)


Army Small Computer Program :: it e-mart :: - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://ascp.monmouth.army.mil/scp/nocost/index.jsp
ASCP
ARMY SMALL COMPUTER PROGRAM
it e-mart
Contracts
Enterprise Agreements
Order Status
No Cost Software
Set Active Cart > Temporary Cart (0 items for $0.00) View Cart
Search Entire Catalog
RFQ Manager
No Cost Software
Welcome
Frequently Asked Questions
Adobe Capture Software (FormFlow)
PureEdge Viewer Software
Silanis ApproveIt Software
Managed/No Cost Software
Related Links
APD Forms Program
DoD Forms Program
DoD Antivirus Software
Welcome
Welcome to the "No Cost Software" area of it e-mart. If this is your first time here
be sure to read the "Overview" sections of the available software titles. These sec
contain important information regarding the products and the terms of their licens
agreements. There is also a "Frequently Asked Questions" section to help answe
questions you may have about downloading and installing the software.
The forms management and electronic signature software listed on this page is o
available to Army users. To download the software you must have a valid AKO ac
login.
20-Mar-2006: Currently Departmental forms which have been converted to the PureEdge XFDL format are now available on the APD website. The new PureEdge forms will be available on this website for a limited time.
As soon as the "My Forms" portal is available on the AKO, the entire library of PureEdge forms will be moved to the "My Forms" AKO portal. After a period of time (estimated 1 year), APD will remove FormFlow and FormFlow 99 formats from the online forms libraries.
Army users will need to have the new PureEdge Viewer installed to allow users to fill, edit, print, and save forms. The software is available at no cost and can be accessed through the following sources:
The Army Gold Master CD-ROM
The Army Small Computer Program Web site at https://ascp.monmouth.army.mil (located under the No-Cost Software tab).
(Please ensure that you have installed the updated PureEdge Viewer and Silanis ApproveIT 5.7.2. Software)
For additional information, please contact APDFCMP@hqda.army.mil.
https://ascp.monmouth.army.mil/scp/nocost/index.jsp
Internet
Start
Inbox - Microso...
1 Reminder
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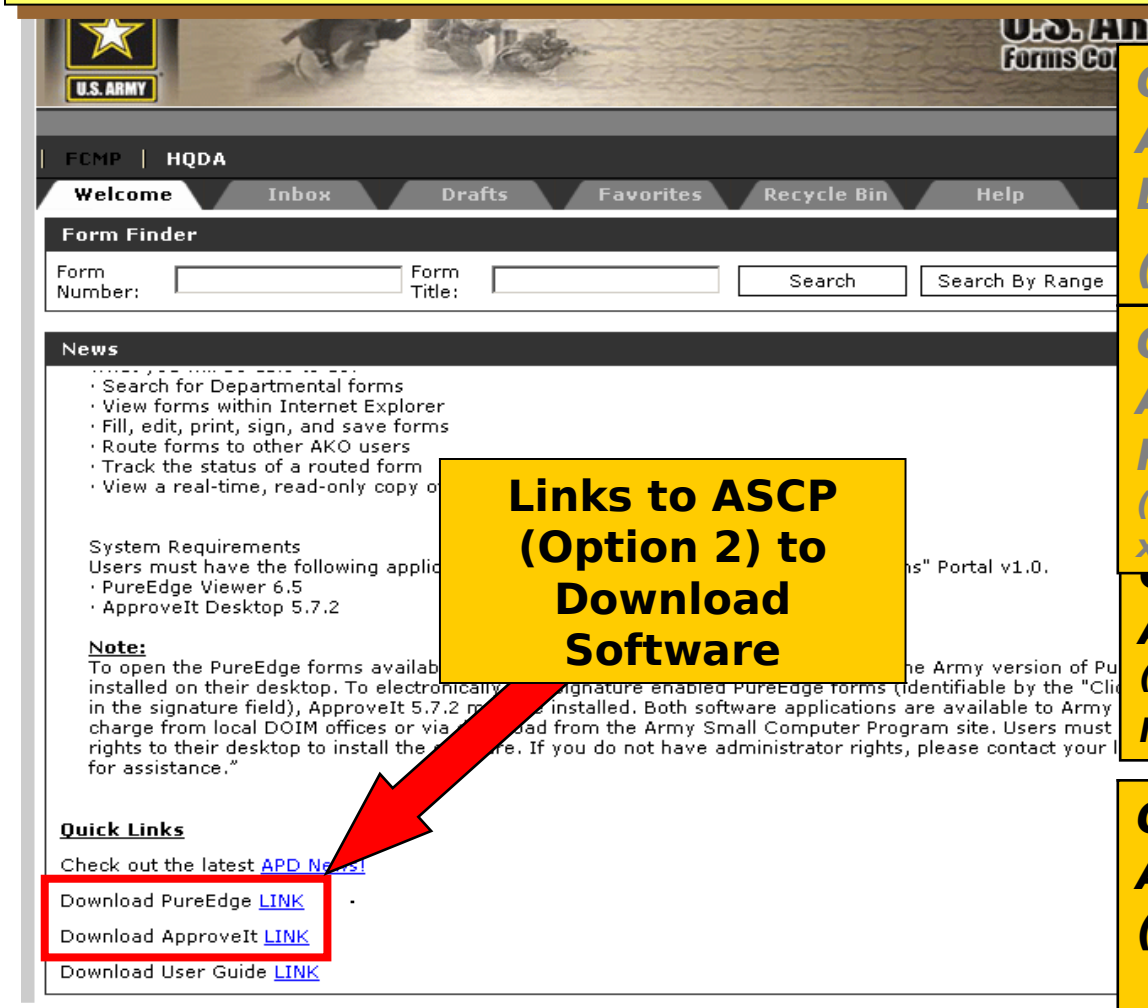
10:44 AM

Option 1:
Army Publishing Directorate
(www.apd.army.mil)

Option 2:
Army Small Computer Program
(ascp.monmouth.army.mil/scp/index.jsp)

Obtaining Software

(See MILPER Msg 06-047 for details)



Links to ASCP (Option 2) to Download Software

Option 1:
Army Publishing Directorate
(www.apd.army.mil)

Option 2:
Army Small Computer Program
(ascp.monmouth.army.mil/scp/index.jsp)

Option 3:
AKO My Forms Portal
(Scroll down to access download links)

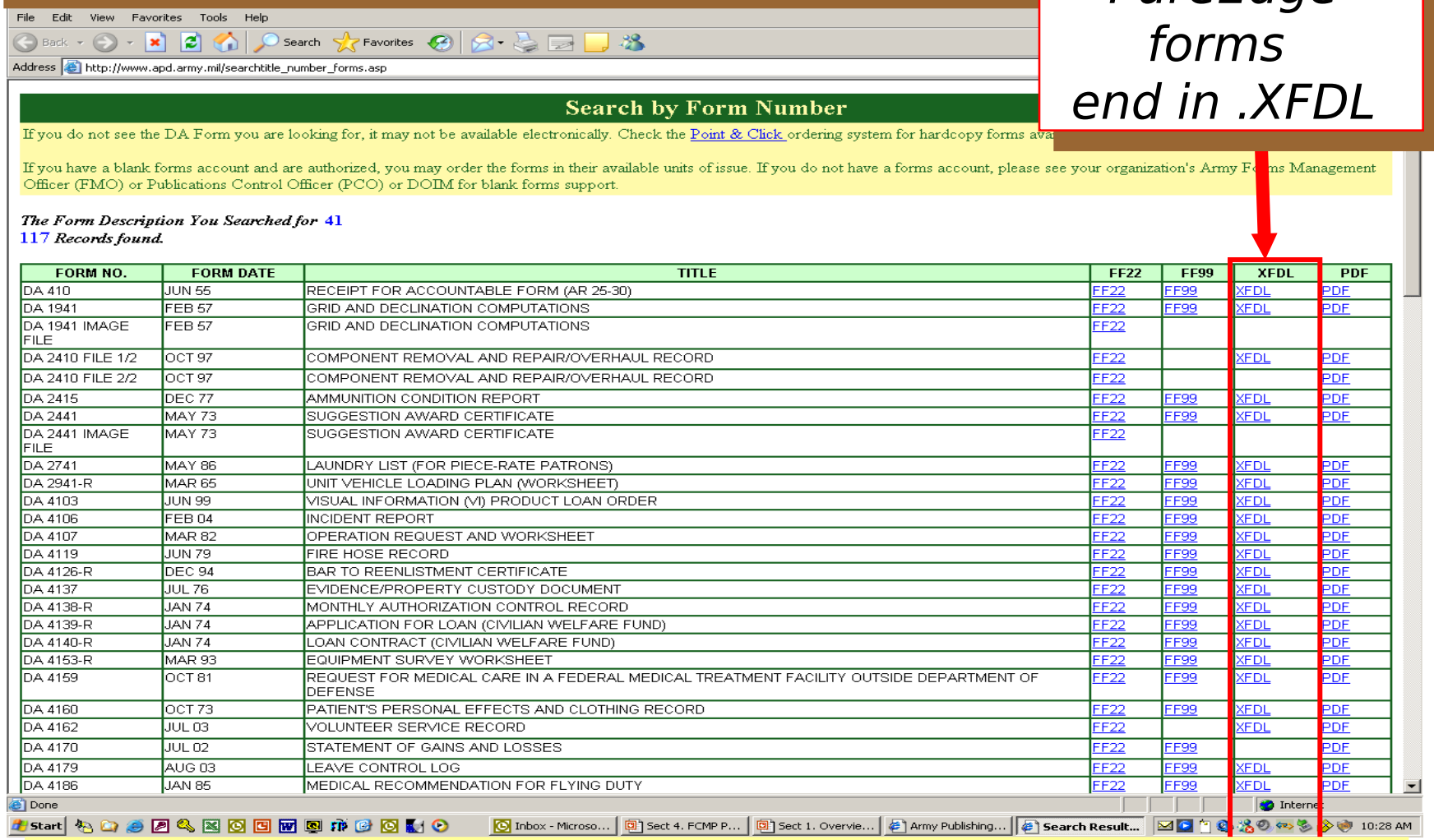
Option 4:
Army Golden Master (AGM)

DOIM's have it on CD-ROM or can access NETCOM/G6 website to download

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.arm
As of: 7 Apr 08

All DA Forms on APD website

PureEdge forms end in .XFDL



File Edit View Favorites Tools Help

Address http://www.apd.army.mil/searchtitle_number_forms.asp

Search by Form Number

If you do not see the DA Form you are looking for, it may not be available electronically. Check the Point & Click ordering system for hardcopy forms ava

If you have a blank forms account and are authorized, you may order the forms in their available units of issue. If you do not have a forms account, please see your organization's Army Forms Management Officer (FMO) or Publications Control Officer (PCO) or DOIM for blank forms support.

The Form Description You Searched for 41
117 *Records found.*

FORM NO.	FORM DATE	TITLE	FF22	FF99	XFDL	PDF
DA 410	JUN 55	RECEIPT FOR ACCOUNTABLE FORM (AR 25-30)	FF22	FF99	XFDL	PDF
DA 1941	FEB 57	GRID AND DECLINATION COMPUTATIONS	FF22	FF99	XFDL	PDF
DA 1941 IMAGE FILE	FEB 57	GRID AND DECLINATION COMPUTATIONS	FF22			
DA 2410 FILE 1/2	OCT 97	COMPONENT REMOVAL AND REPAIR/OVERHAUL RECORD	FF22		XFDL	PDF
DA 2410 FILE 2/2	OCT 97	COMPONENT REMOVAL AND REPAIR/OVERHAUL RECORD	FF22			PDF
DA 2415	DEC 77	AMMUNITION CONDITION REPORT	FF22	FF99	XFDL	PDF
DA 2441	MAY 73	SUGGESTION AWARD CERTIFICATE	FF22	FF99	XFDL	PDF
DA 2441 IMAGE FILE	MAY 73	SUGGESTION AWARD CERTIFICATE	FF22			
DA 2741	MAY 86	LAUNDRY LIST (FOR PIECE-RATE PATRONS)	FF22	FF99	XFDL	PDF
DA 2941-R	MAR 65	UNIT VEHICLE LOADING PLAN (WORKSHEET)	FF22	FF99	XFDL	PDF
DA 4103	JUN 99	VISUAL INFORMATION (VI) PRODUCT LOAN ORDER	FF22	FF99	XFDL	PDF
DA 4106	FEB 04	INCIDENT REPORT	FF22	FF99	XFDL	PDF
DA 4107	MAR 82	OPERATION REQUEST AND WORKSHEET	FF22	FF99	XFDL	PDF
DA 4119	JUN 79	FIRE HOSE RECORD	FF22	FF99	XFDL	PDF
DA 4126-R	DEC 94	BAR TO REENLISTMENT CERTIFICATE	FF22	FF99	XFDL	PDF
DA 4137	JUL 76	EVIDENCE/PROPERTY CUSTODY DOCUMENT	FF22	FF99	XFDL	PDF
DA 4138-R	JAN 74	MONTHLY AUTHORIZATION CONTROL RECORD	FF22	FF99	XFDL	PDF
DA 4139-R	JAN 74	APPLICATION FOR LOAN (CIVILIAN WELFARE FUND)	FF22	FF99	XFDL	PDF
DA 4140-R	JAN 74	LOAN CONTRACT (CIVILIAN WELFARE FUND)	FF22	FF99	XFDL	PDF
DA 4153-R	MAR 93	EQUIPMENT SURVEY WORKSHEET	FF22	FF99	XFDL	PDF
DA 4159	OCT 81	REQUEST FOR MEDICAL CARE IN A FEDERAL MEDICAL TREATMENT FACILITY OUTSIDE DEPARTMENT OF DEFENSE	FF22	FF99	XFDL	PDF
DA 4160	OCT 73	PATIENT'S PERSONAL EFFECTS AND CLOTHING RECORD	FF22	FF99	XFDL	PDF
DA 4162	JUL 03	VOLUNTEER SERVICE RECORD	FF22		XFDL	PDF
DA 4170	JUL 02	STATEMENT OF GAINS AND LOSSES	FF22	FF99		PDF
DA 4179	AUG 03	LEAVE CONTROL LOG	FF22	FF99	XFDL	PDF
DA 4186	JAN 85	MEDICAL RECOMMENDATION FOR FLYING DUTY	FF22	FF99	XFDL	PDF

Done

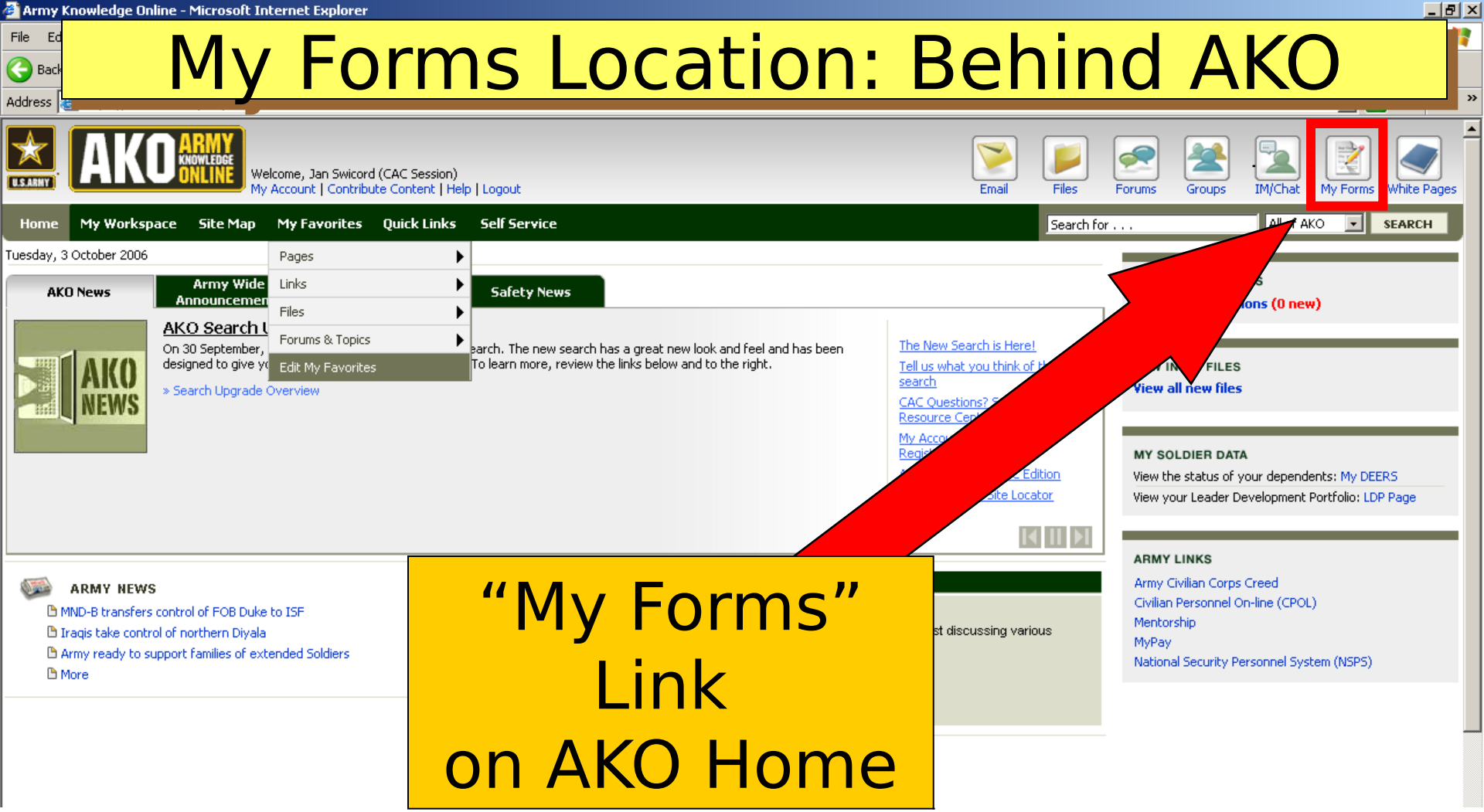
Start Inbox - Microso... Sect 4. FCMP P... Sect 1. Overvie... Army Publishing... Search Result... 10:28 AM

Software is no cost to user; download to work & home computers.

Bottom Line Impacts

- **Mirrored in every subsequent form, in some form or fashion.**
- **Electronic evaluations:**
  - Provide electronic signature for dispersed locations
  - Support Soldiers in all three components (RA, USAR, & ARNG)
  - Transform methods of getting and moving information
  - Improve content & make the process easier
    - Improves what users have today (and provide more)
    - Eliminates Personnel Service Battalions eval processing (supports Transformation/PSDR)
    - Improves reliability of submission timeliness
  - Reduce, or eliminate, overnight mailing costs
  - Works to eliminate interim & legacy systems currently used
  - Make counseling administratively worth the time

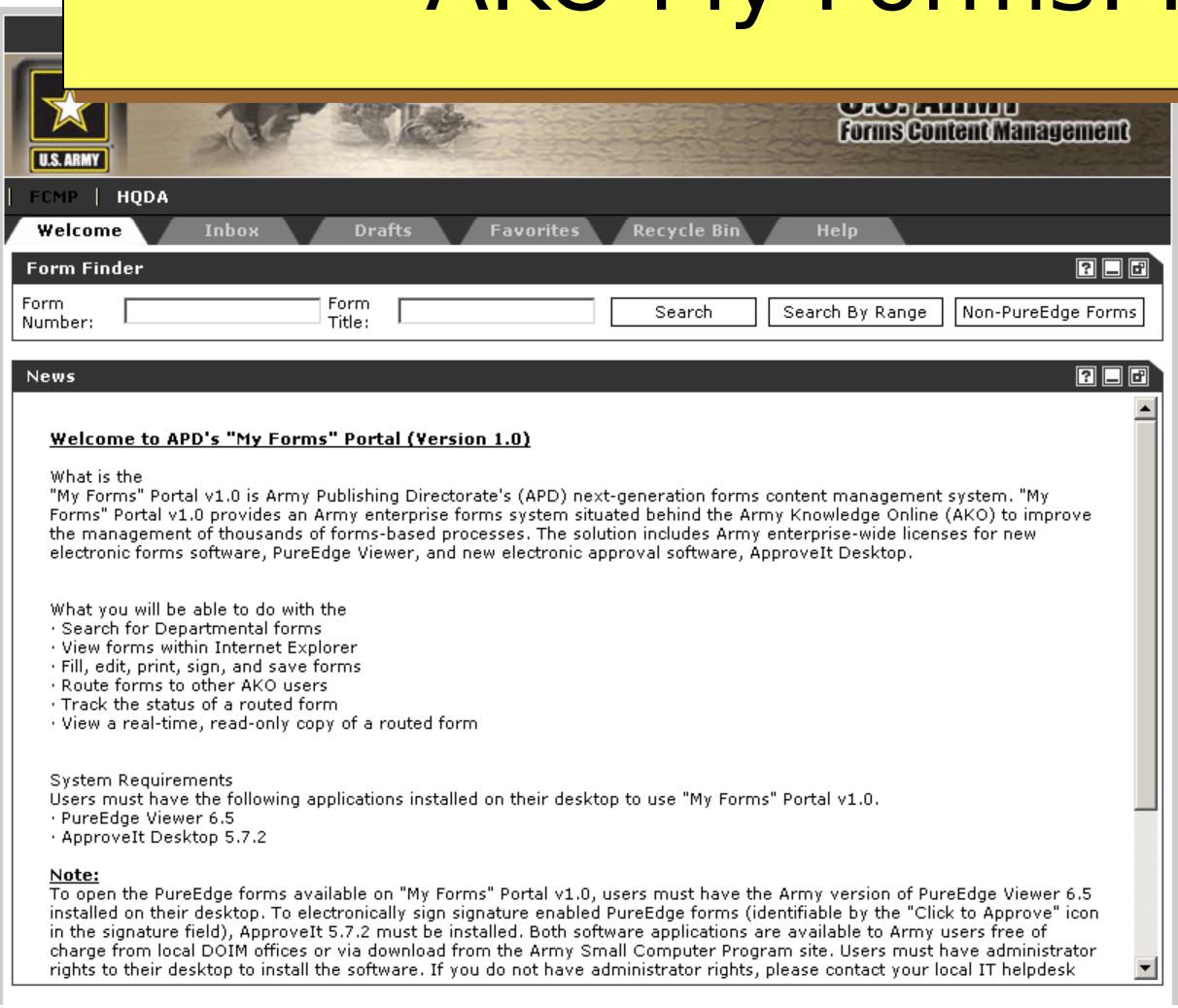
My Forms Location: Behind AKO



"My Forms" Link on AKO Home

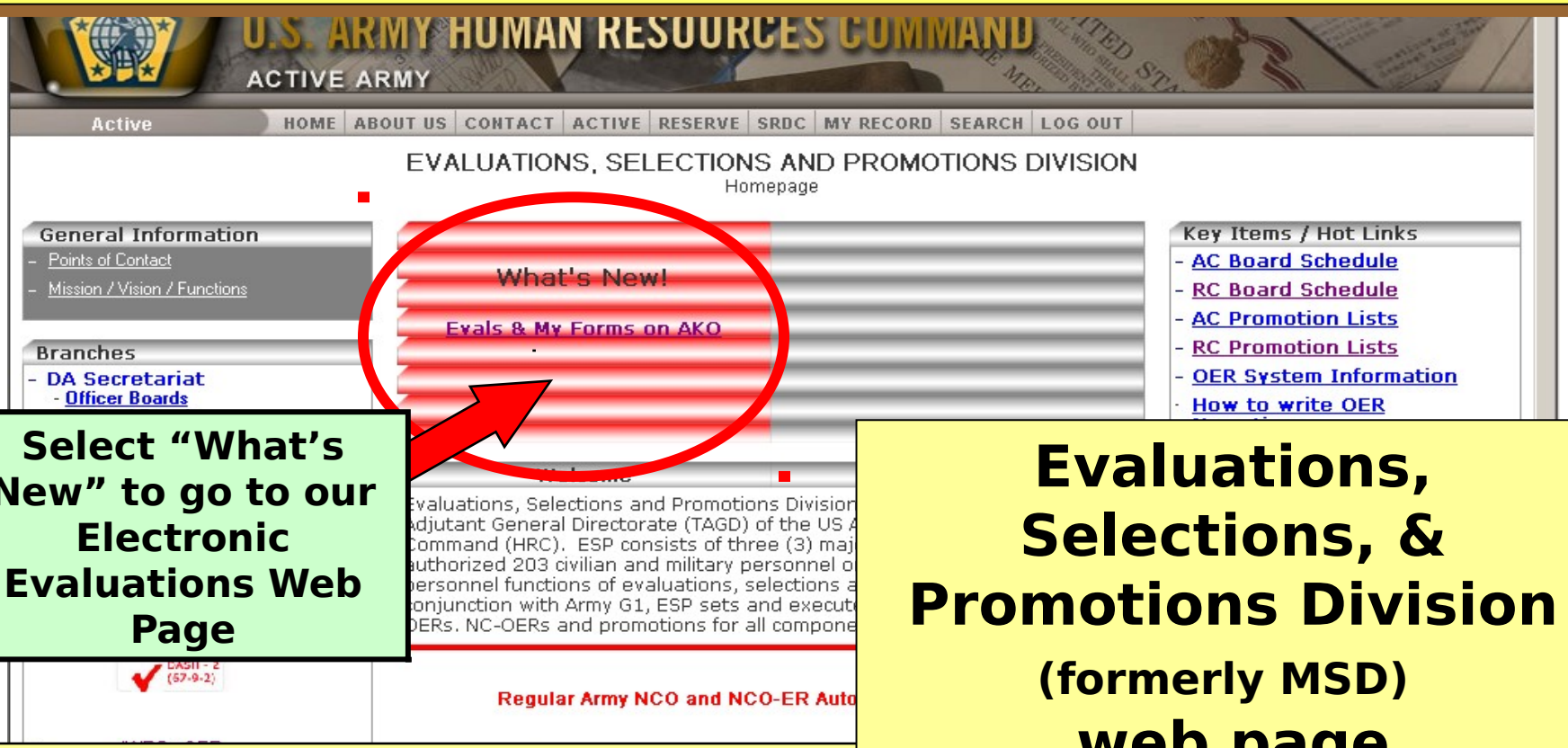
Users now get forms from the "My Forms" tab on AKO or from APD's web site.

AKO My Forms: FCMP


U.S. ARMY
Forms Content Management
FCMP | HQDA
Welcome
Inbox
Drafts
Favorites
Recycle Bin
Help
Form Finder
Form Number:
Form Title:
Search
Search By Range
Non-PureEdge Forms
News
Welcome to APD's "My Forms" Portal (Version 1.0)
What is the "My Forms" Portal v1.0 is Army Publishing Directorate's (APD) next-generation forms content management system. "My Forms" Portal v1.0 provides an Army enterprise forms system situated behind the Army Knowledge Online (AKO) to improve the management of thousands of forms-based processes. The solution includes Army enterprise-wide licenses for new electronic forms software, PureEdge Viewer, and new electronic approval software, ApproveIt Desktop.
What you will be able to do with the
· Search for Departmental forms
· View forms within Internet Explorer
· Fill, edit, print, sign, and save forms
· Route forms to other AKO users
· Track the status of a routed form
· View a real-time, read-only copy of a routed form
System Requirements
Users must have the following applications installed on their desktop to use "My Forms" Portal v1.0.
· PureEdge Viewer 6.5
· ApproveIt Desktop 5.7.2
Note:
To open the PureEdge forms available on "My Forms" Portal v1.0, users must have the Army version of PureEdge Viewer 6.5 installed on their desktop. To electronically sign signature enabled PureEdge forms (identifiable by the "Click to Approve" icon in the signature field), ApproveIt 5.7.2 must be installed. Both software applications are available to Army users free of charge from local DOIM offices or via download from the Army Small Computer Program site. Users must have administrator rights to their desktop to install the software. If you do not have administrator rights, please contact your local IT helpdesk

This is what users see when they are in AKO "My Forms" – the portal.

Answers & Training Located:

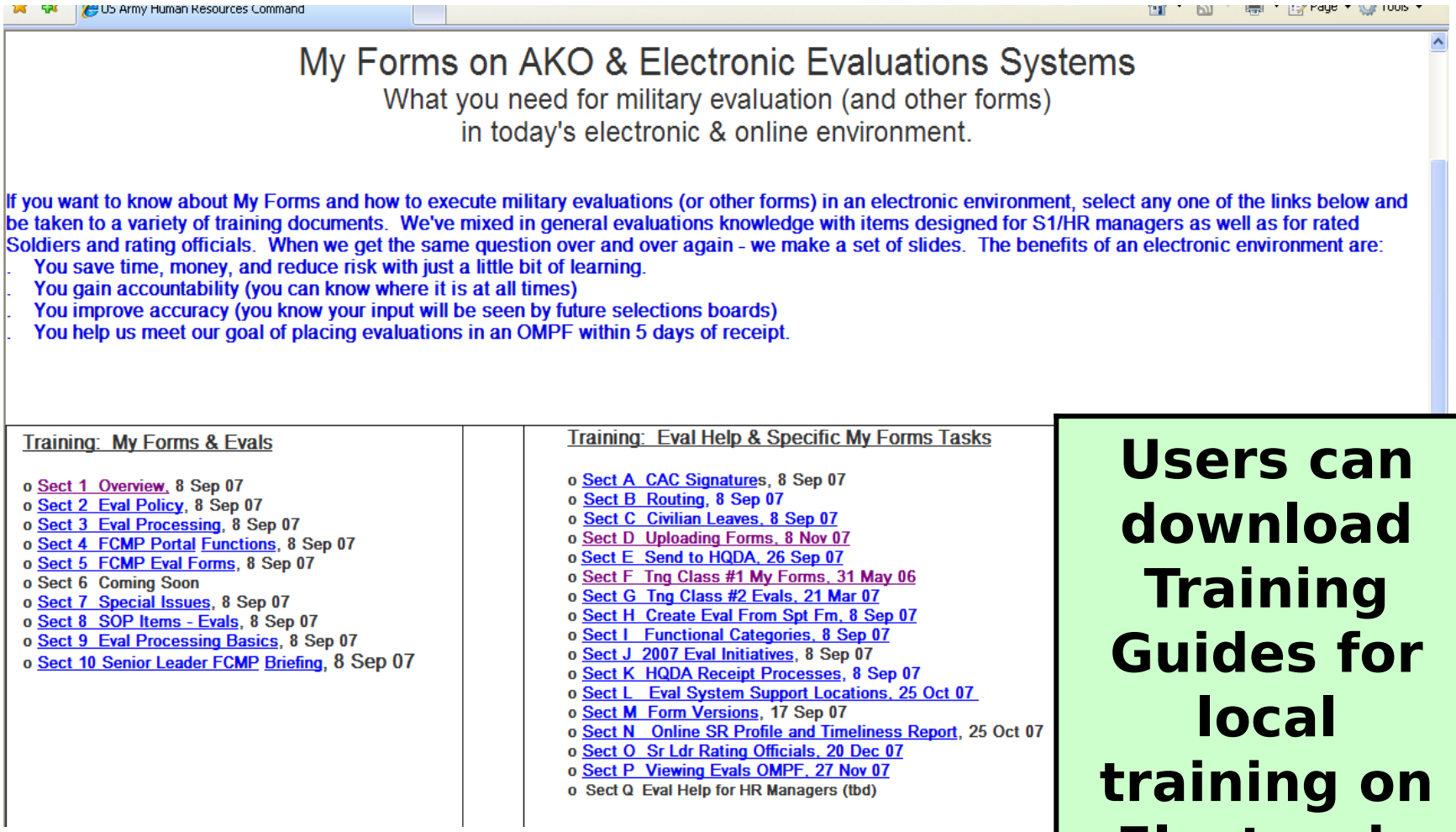

U.S. ARMY HUMAN RESOURCES COMMAND
ACTIVE ARMY
Active
HOME | ABOUT US | CONTACT | ACTIVE | RESERVE | SRDC | MY RECORD | SEARCH | LOG OUT
EVALUATIONS, SELECTIONS AND PROMOTIONS DIVISION
Homepage
General Information
- Points of Contact
- Mission / Vision / Functions
Branches
- DA Secretariat
- Officer Boards
What's New!
Evals & My Forms on AKO
Key Items / Hot Links
- AC Board Schedule
- RC Board Schedule
- AC Promotion Lists
- RC Promotion Lists
- OER System Information
- How to write OER
Regular Army NCO and NCO-ER Auto

Select "What's New" to go to our Electronic Evaluations Web Page

Evaluations, Selections, & Promotions Division (formerly MSD) web page

To get here, go to HRC On-Line: https://www.hrc.army.mil Select "HRC-Alexandria" then "The Adjutant General" then "Management Support Division"

Information is located here...



US Army Human Resources Command

My Forms on AKO & Electronic Evaluations Systems

What you need for military evaluation (and other forms)
in today's electronic & online environment.

If you want to know about My Forms and how to execute military evaluations (or other forms) in an electronic environment, select any one of the links below and be taken to a variety of training documents. We've mixed in general evaluations knowledge with items designed for S1/HR managers as well as for rated Soldiers and rating officials. When we get the same question over and over again - we make a set of slides. The benefits of an electronic environment are:

- You save time, money, and reduce risk with just a little bit of learning.
- You gain accountability (you can know where it is at all times)
- You improve accuracy (you know your input will be seen by future selections boards)
- You help us meet our goal of placing evaluations in an OMPF within 5 days of receipt.

Training: My Forms & Evals

- Sect 1 Overview, 8 Sep 07
- Sect 2 Eval Policy, 8 Sep 07
- Sect 3 Eval Processing, 8 Sep 07
- Sect 4 FCMP Portal Functions, 8 Sep 07
- Sect 5 FCMP Eval Forms, 8 Sep 07
- Sect 6 Coming Soon
- Sect 7 Special Issues, 8 Sep 07
- Sect 8 SOP Items - Evals, 8 Sep 07
- Sect 9 Eval Processing Basics, 8 Sep 07
- Sect 10 Senior Leader FCMP Briefing, 8 Sep 07

Training: Eval Help & Specific My Forms Tasks

- Sect A CAC Signatures, 8 Sep 07
- Sect B Routing, 8 Sep 07
- Sect C Civilian Leaves, 8 Sep 07
- Sect D Uploading Forms, 8 Nov 07
- Sect E Send to HQDA, 26 Sep 07
- Sect F Tng Class #1 My Forms, 31 May 06
- Sect G Tng Class #2 Evals, 21 Mar 07
- Sect H Create Eval From Spt Fm, 8 Sep 07
- Sect I Functional Categories, 8 Sep 07
- Sect J 2007 Eval Initiatives, 8 Sep 07
- Sect K HQDA Receipt Processes, 8 Sep 07
- Sect L Eval System Support Locations, 25 Oct 07
- Sect M Form Versions, 17 Sep 07
- Sect N Online SR Profile and Timeliness Report, 25 Oct 07
- Sect O Sr Ldr Rating Officials, 20 Dec 07
- Sect P Viewing Evals OMPF, 27 Nov 07
- Sect Q Eval Help for HR Managers (tbd)

Users can download Training Guides for local training on Electronic Evals

Points of Contact

Evaluation Systems Office:
Telephone: (703) 325-9660 (DSN: 221) (if someone is in the office available to take calls, this number gets answered)
Email: tapcmse@conus.army.mil
Website:
https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.htm

Army Publishing Directorate (APD):
FCMP Help Desk: (703) 428-0545
Email: APDFCMP@hqda.army.mil

Army Information Assurance CAC PKI Help Desk: for software questions / portal defect reporting
Toll free: (866) 738-3222
Local: (703) 769-4499
Email: iacacpki.helpdesk@us.army.mil